



# WELLESLEY PRIMARY SCHOOL

Lettings Policy

Issue No: 14  
Date: March 2021

Approved by Governors: 22<sup>nd</sup> March 2021

# Lettings

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## Change Record Sheet

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Issue No	Date	Summary of Change	Amended by:
10	Feb 2018		
11	July 2020	Updated letting rates	Kathryn Jones
12	Nov 2020	Update on the right to cancel the hire	Kathryn Jones
13	Mar 2021	Reviewed	Heather Small
14	Sept 2021	Removed loyalty bonus	Kathryn Jones

## Summary

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This policy will be reviewed every year.

This policy has been reviewed to ensure that it meets the requirements of the equalities impact assessment.

# Lettings

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## Introduction

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This document is a statement of rationale, purposes and broad guidelines for implementation of Lettings at Wellesley Primary School

## Rationale

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It is the aim of Wellesley Primary school to provide a safe and welcoming environment for people who wish to use the school beyond school hours. This will provide additional funding for the school and encourage community use.

## Purposes

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- To set a consistent approach to lettings.
- To provide governors and hirers with a clear understanding of their responsibilities.
- To maximise the use of the school's indoor and outdoor facilities.
- To raise additional funds for the school.

## Broad Guidelines

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- All lettings must be approved by the Resources Committee of the Governing Body and support the school's values. Delegation is given to the Head to sign booking forms on their behalf.
- No letting shall be detrimental to the functioning of the school.
- All lettings will be subject to the regulations for the letting of Council premises.
- Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background or to any body to whom the school does not wish to hire the premises.
- Letting fees shall be set by the Resources committee of the Governing body, approved by the Chair of Resources and be ratified by the Full Governing Body. Fees will take into account additional costs such as heating, lighting and caretakers fees. They will be reviewed annually in March.
- In accordance with the policy of the Local Education Authority, smoking (including e-cigarettes) will not be permitted in any part of the building or grounds.
- In accordance with Health and Safety policy a mobile telephone number must be provided by hirer, in case of emergencies. A first aid kit if required to be provided by the hirer.
- A copy of policy procedures to be followed will be provided with the letting form.

## Conclusion

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The school seeks to encourage the use of its facilities, without incurring extra costs for the mutual benefit of the school and community.

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## Terms & Conditions

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### Admin

- All hirers will complete and sign a lettings form in advance.
- Hirers are responsible for arranging any necessary permissions such as licences and insurance.
- South Gloucestershire Council's Risk Management and Insurance Services require a minimum of £5 million public liability insurance to be held by organisations hiring council premises, and the school will view insurance documentation to confirm this level of cover. Where an organisation / hirer does not have this level of cover, one off cover can be arranged with South Gloucestershire Council for a small charge as part of the booking.
- VAT is payable in some cases. If hiring the hall for the purposes of sport then VAT will apply unless it a series of lets (10 or more sessions) and provided fulfils other criteria will be exempt from VAT. For this reason no refunds can be given for cancelled sessions. This does not apply in the event of the unforeseen non-availability of the hired place.
- The hirer must personally sign the application form and must not assign or sub-let the premises or grounds hired.

### General

- School equipment is not included in the letting, unless previously approved by the governing body.
- School equipment must not be moved without permission.
- It is the responsibility of the Hirer to make a judgement before the booking as to whether the facilities available at the school are suitable for disabled access.
- The Governing Body reserves the right of access to the premises during any letting.
- The Headteacher may monitor activities from time to time.
- For a series of lettings – same day, time, and every week - the hirer will be responsible for opening and locking the school. Access to the school will be restricted to the times of the hire. Regular hirers will be permitted to retain the keys until the letting period finishes or is cancelled. If the letting is for a one off hire – the caretaker will be responsible for opening and locking up the building – a charge will be made in addition to the letting rates.
- Any events organised by the school will take precedence over the letting. We will advise of dates in advance.
- The Hirer will pay the cost of any repairs to furniture and fittings that occur during the hire.
- There is no access to the office telephones and therefore the hirer will need a mobile phone in order to make any emergency calls.
- The hire does not include use of the equipment such as mats, chairs, benches unless by prior arrangement.
- Parking – the staff car park can be used during the hire but you must be considerate to staff members already on site and ensure they are not blocked in. No cars are allowed on the grass verges.

### Security & Health and Safety

- First aid kit must be provided by the hirer

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- It is the hirer's responsibility to ensure that equipment brought in has been electrically tested. We recommend the use of circuit breakers, except in the hall where there is a circuit breaker built in.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
- The hirer will be made aware of the fire regulations and procedures. The maximum capacity of the hall is 150 people. Restriction of 100 seated.
- If chairs and tables are used – please follow the health and safety notices regarding their storage.
- In the event of a fire the emergency door on to the staff car park is the best route of escape as the other door leads to an enclosed playground which is enclosed and not accessible to any other part of the school.
- No food is to be cooked on the premises without prior agreement..
- No food is to be consumed on the premises without the agreement of the headteacher.
- It is the responsibility of the hirer to complete their own risk assessment having due care to the regard of the nature of the event/activity, the equipment being used, the age of the children/adults taking part and the premises being utilised.
- The hirer is responsible for ensuring the facilities (including toilets) are left in a clean state.
- Any issues must be brought to the attention of the caretaker – Teresa on 0789694862.
- Smoking (including vaping) is not allowed in any part of the school premises.

## Finance

- All payments will be invoiced at the end of each month and payment made by BACS.
- Invoices must be paid within 30 days.
- Any loyalty bonus provided by the school is subject to certain conditions and must be adhered to in order to continue with the reduction in charges – please see the letting charges.

## Safeguarding

- Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety – please see separate agreement to be signed and returned to school.
- It is the responsibility of the hirer to check the qualifications of those supervising activities that are considered to be of a hazardous nature (e.g. karate, gymnastics, judo etc.) or where the club/organisation is for young people under the age of 18.
- It is the responsibility of the hirer to arrange the vetting (DBS for persons over the age of 16) of those teaching or supervising activities involving young people under the age of 18.
- The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

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- The Hirer is responsible for ensuring adequate supervision and preservation of good order for the full duration of the letting and until the premises are vacated.

### Cancellations

- Although extremely unlikely, the School reserves the right to cancel or amend any letting without giving any reason thereof. Under these circumstances only pre-paid fees will be returned. The School will not be responsible / liable for any additional expenses incurred by the hirer.
- In the case of regular lettings the Governing Body may cancel any letting with a one month notice period. This notice period will however be negated if the terms and conditions of the agreement have not been complied with, in such cases, the Governing body will terminate the letting agreement immediately.
- A one month notice period will be expected from all hirers in relation to cancelling a long term, repeat booking.

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## Letting Rates – excluding VAT

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Rates: with effect 15<sup>th</sup> July 2020

### **Non-profit making Organisations**

£17.00 for 1<sup>st</sup> hour

£7.00 per hour thereafter

Whole Day: £95.00

Hire of ICT suite – an extra cost of £5.00

One-off hire with the Caretaker needing to open/lock will be charged the current hourly rate for this service. Weekends will attract a high rate and is subject the Caretaker wishing to do so on a weekend.

If cleaning is required after an event, this will also be invoiced as an hourly rate. Please check with the school regarding the current rate.

### **Profit Making Organisations**

£20.00 for 1<sup>st</sup> Hour

£12.50 per hour thereafter

Whole Day - £105.00

Hire of ICT suite – an extra cost of £5.00

One-off hire with the Caretaker needing to open/lock will be charged the current hourly rate for this service. Weekends will attract a high rate and is subject the Caretaker wishing to do so on a weekend.

If cleaning is required after an event, this will also be invoiced as an hourly rate. Please check with the school regarding the current rate.

**School Playing Field** - £15.00 per session.

## Safeguarding – Form to be completed by hirer if children attend

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I have provided the school with a copy of our (external providers) safeguarding policy and procedures:

Signature:.....Date:.....

I can confirm that the relevant safeguarding checks have been completed and that the employers who we (the external providers) have employed to work with children at the school are suitable.

Signature:..... Date:.....

The following lists the names and DSB disclosure numbers of the staff employed by us (the external providers) to work with children on the school site.

I have provided a copy of our own (external providers) risk assessment for this activity.

Signature:..... Date:.....